

Workplace Alaska

Class Specification Health Facilities Surveyor II

Created:
06/02/1997 by Rachel Wilson
Finalized on:

AKPAY Code: P5452
Class Outline Cat: B
Approved by:

Class Code: PG0106
Class Range: 21
Class Status: Active

Category:
Original Date: 12/01/1991

Class Title: Health Facilities Surveyor II
Use MJR Form: Standard

Original Comments:
ORIGINAL - Health Facilities Surveyor II (CD/KC).

Subsequent Revision Dates/Comments:
07/01/2006 – Class Outline revised; Class Code changed to PG0106, AKPAY Code P5452.
08/01/2008 - Revised; added training option; range change from 20. (KMurry)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 29-1199 **Census:** 02

Last Update Comments:

Definition:

Health Facilities Surveyor II is the advanced/first supervisory level of the series. At this level incumbents are either: 1) a working supervisor of Health Facilities Surveyors I; or 2) responsible for coordinating and conducting training of Health Facilities Surveyors I. Incumbents also serve as consultants to management and providers on the State and federal health care facility certification and licensing program and regularly lead and participate in inspections to assess a health care facility's services and programs.

Distinguishing Characteristics:

Health Facilities Surveyors II are responsible for supervising and/or training Health Facilities Surveyors I.

As a working supervisor, incumbents plan, organize, and supervise the work of Health Facilities Surveyors I; assign surveyors to interdisciplinary teams based on the type and size of facility to be surveyed and available skill-sets; coach and mentor surveyors; analyze and evaluate document preparation; approve reports and administrative sanctions, fines, or other actions to be taken; and develop strategies to match employee capabilities with short- and long-term program goals.

As a training coordinator, incumbents plan, develop, coordinate, provide, and monitor the classroom, internet-based, and practical instruction of Health Facilities Surveyors I; evaluate ongoing training needs and work with other agencies to facilitate meeting those needs; coach and mentor surveyors; and guide development of employee capabilities to meet short- and long-term program goals.

Health Facilities Surveyor II is distinguished from Health Facilities Surveyor I by the latter's primary duty of conducting Medicare/Medicaid certification and State licensure inspections.

Health Facilities Surveyor II is distinguished from Health Facilities Survey Manager by the latter's responsibility for directing, coordinating, and controlling the Health Facilities Survey program.

Health Facilities Surveyor II is distinguished from Certification & Licensing Consultant by the latter's responsibility for serving as a subject matter expert on licensing and survey protocols, statutes, and regulations, providing technical and professional assistance, expertise, and consultation.

Examples of Duties:

Functional Area: Supervision

Establish staff schedules and assignments. Supervise and evaluate the work of Health Facilities Surveyors I performing on-site inspections of health care facilities and programs for State licensure and/or Medicare/Medicaid certification.

Analyze the findings of on-site surveys and determination of the overall level of compliance status; assess basis for and supporting evidence of violations; evaluate appropriateness of recommended administrative sanctions, fines, or other actions.

Establish standards for, and provide guidance in, technical writing of survey reports and documents, related follow-up activity, complaint investigations, and other necessary written reports.

Oversee and authorize the application of sanctions for facilities providing substandard care, including de-certification, license revocation or

closing a facility.

Establish standards for employee conduct and conflict resolution. Effectively deal with problem employees.

Recruit and hire new employees. Conduct or oversee training of new employee. Monitor and evaluate employee's performance and acquisition of knowledge and skills during probationary period and determine whether or not the employee will be retained.

Functional Area: Training

Plan, coordinate and implement training programs for new and experienced surveyors; coordinate, monitor, and provide initial training required to pass the Surveyor Minimum Qualifications Test; guide, coordinate, and monitor continuing education of surveyors; mentor and counsel employees working towards certification in surveying various facility types.

Conduct quality assurance audits and reviews to assess surveyor proficiency and training needs.

Ensure agency compliance with federal directives on levels of training, experience, and certification for Medicare/Medicaid survey activities and for State licensure activities.

Compile data and report on training activities to State and federal agencies.

Functional Area: Consultation and Special Projects

Provide technical assistance and consultation to management and line staff regarding service delivery and management issues at facilities throughout the state.

Provide technical assistance and consultation to health care providers regarding certification and licensing requirements, interpretation and application of statutes and regulations, and health facilities survey protocols and procedures.

Participate in budget preparation and review and in federally required training programs.

Write special papers or reports as needed.

Functional Area: Facility Survey

Perform and lead staff in the most difficult, complex, and/or sensitive surveys of health care facilities and programs; evaluate the facility and its organization, administration, staff, procedures and services; determine the degree of licensure and certification compliance with local, State and federal laws and standards.

Determine if program policies and procedures are appropriate, functional, cost-effective and ensure adequate management/service delivery systems; identify and evaluate all areas which do not meet the standards for adequate health care delivery; determine appropriateness of placement and quality of care for medical assistance patients in long-term care facilities; write reports and supporting documents reflecting findings.

Review and approve provider plans of correction; follow-up to verify that corrections were made; authorize termination and/or license revocation for providers giving substandard care.

Provide information to health care administrators and personnel to assist them in interpreting and meeting State and federal regulations and statutes.

Maintain currency in professional specialty area, trade literature, federal and State regulations and directives, and lab and health care industry changes.

Knowledge, Skills and Abilities:

Considerable knowledge of the principles, methods, standards, and practices of Medicaid/Medicare certification and/or state licensure of various health care facilities.

Considerable knowledge of the principles, practices and current developments of health care delivery and management systems.

Considerable knowledge of State and federal laws, regulations and standards related to health care administration.

Considerable knowledge of a health care professional specialty, such as Nursing, Medical Technology, Dietetics, Sanitation, Social Work, or Health Administration.

Working knowledge of the principles of health care related administrative management including organization, planning, staffing, training, budgeting and reporting.

Ability to analyze health facility data and operations in terms of management and operational controls, systems and procedures, to assess them critically, to clearly articulate findings verbally and in writing, and make recommendations for changes.

Ability to independently perform and direct surveys of facilities and programs to evaluate conformance with standards.

Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel and others contacted in the course of the work.

Ability to organize, evaluate and present oral and written information effectively.

Minimum Qualifications:

Graduation from an accredited school of nursing or a bachelor's degree from an accredited college in medical technology, chemistry, physical science, institutional management, clinical nutrition, food and nutrition services, environmental health, social work, public health, health care administration, the medical or biological sciences, or a related field;

AND

Three years of professional experience in a health profession, such as Nursing, Medical Technology, Dietetics, Sanitation, Social Work, or Health Administration;

AND

Two years of professional experience inspecting health facilities for compliance with state licensing and/or Medicare/Medicaid standards.

OR SUBSTITUTION:

Graduation from an accredited school of nursing or a bachelor's degree from an accredited college in medical technology, chemistry, physical science, institutional management, clinical nutrition, food and nutrition services, environmental health, social work, public health, health care administration, the medical or biological sciences, or a related field;

AND

Three years of professional experience in a health profession, such as Nursing, Medical Technology, Dietetics, Sanitation, Social Work, or Health Administration;

AND

Two years of experience leading or supervising professionals in a health or social services program. The required experience includes work such as: lead-worker, supervisor, or assistant manager in a program providing facility or community-based services to at-risk populations (e.g., child placement agency, home health agency, nursing facility, rural health clinic); or in a hospital, assisted living program, or long term care facility.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

For professions requiring licensure or certification by the State and/or a national organization, possession of the license or certification is required at the time of appointment and must be maintained as a condition of continuing employment.

Business needs may require a position in this class be restricted to a particular specialty. Recruitment and selection for such positions will be from among those candidates with the appropriate specialty background and expertise.

Minimum Qualification Questions:

Have you graduated from an accredited school of nursing or do you have a bachelor's degree from an accredited college in medical technology, chemistry, physical science, institutional management, clinical nutrition, food and nutrition services, environmental health, social work, public health, health care administration, the medical or biological sciences, or a related field?

AND

Do you have three years of professional experience in a health profession, such as Nursing, Medical Technology, Dietetics, Sanitation, Social Work, or Health Administration?

AND

Do you have two additional years of professional experience inspecting health facilities for compliance with state licensing and/or Medicare/Medicaid standards?

Or Substitution:

Have you graduated from an accredited school of nursing or do you have a bachelor's degree from an accredited college in medical technology, chemistry, physical science, institutional management, clinical nutrition, food and nutrition services, environmental health, social work, public health, health care administration, the medical or biological sciences, or a related field?

AND

Do you have three years of professional experience in a health profession, such as Nursing, Medical Technology, Dietetics, Sanitation, Social Work, or Health Administration?

AND

Do you have two additional of experience leading or supervising professionals in a health or social services program? The required experience includes work such as: lead-worker, supervisor or assistant manager in a program providing facility or community-based services to at-risk populations (e.g., child placement agency, home health agency, nursing facility, rural health clinic); or in a hospital, assisted living program, or long term care facility.